



Court Services and Offender Supervision Agency for the District of Columbia

Information Technology Services

Policy Area: Information Technology Acquisition
Issue: Printer and Scanner Policy
Action/Guidance: Requests for and Distribution of CSOSA Printers and Scanners

Effective Date: July 7, 2000

Approved: _____ **Signed** _____
John A. Carver, Trustee

I. INTRODUCTION:

Employees of the Court Services and Offender Supervision Agency (CSOSA) routinely use IT equipment and services in the performance of their duties. The purpose of this directive is to outline the agency policy for determining how printers and scanners are distributed to best support the operational needs of the agency in accord with best practices for cost effective service delivery.

II. COVERAGE:

This directive applies to all individuals employed by CSOSA to include employees, contractors, consultants, and experts. This policy does not apply to PSA.

III. DEFINITIONS:

Network Printer: A high speed, production quality printer that are connected to the Local Area Network (LAN) for availability to a work group and other users of the network.

Work Group: Work groups will generally consist of as many as 12 employees located in close proximity.

Individual Printer: Printers connected directly to the desktop computer to support personal, not shared, work group use.

IV. POLICY:

Work Group Printers

Network printers will be provided on a work group basis taking into consideration the configuration of the workspace and the nature of the work being performed by the work group members.

Individual printers will be available, upon request, to the following agency staff:

- Managers, Supervisory Parole/Probation Officers
- Employees whose work requires that they regularly print confidential or client information (as determined by their manager.)

Color Printers

At least one color printer will be provided, upon request, for CSOSA locations. Requests must be accompanied by a business justification and are to be sent to the Chief Technology Officer for review and approval. If adequate funding is not available, the requesting organization may be asked to fund the acquisition of the color printer.

Other Printers

Other printers may be available (budget permitting) upon request when accompanied by a business justification signed by the appropriate Associate Director. The request will be sent to the Chief Technology Officer for consideration and appropriate action. If adequate funding is not available, the requesting organization may be asked to fund the acquisition of the non-standard printer.

This category includes item such as:

- High-speed printers where large volumes of correspondence are being generated.
- Printers that produce multiple copies where multi-part forms are being produced.
- Color copier / color printer combination, whether attached to the network or free standing.

Scanners

One scanner has been provided for each major CSOSA floor/site. These mid-level scanners are made available primarily for administrative scanning purposes. Parole purchased a high-volume scanner before becoming part of CSOSA. That scanner intended for scanning client files but the project has been suspended pending proper funding and staffing.

Other scanners may be available (budget permitting) on request when accompanied by a justification signed by the Associate Director. The request will be sent to the Chief Technology Officer for consideration and appropriate action.